



# INTERNATIONAL PROGRAMS

## COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • international.colostate.edu

### SOCIAL SECURITY NUMBER APPLICATION INFORMATION: F-1/J-1 STUDENTS

This form is used to request a Social Security Number eligibility letter

Student's Name: \_\_\_\_\_ CSU ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Immigration Status:      F-1      J-1\*      Date you Intend to Begin Working: \_\_\_\_\_

\*J-1 students must have their employment authorized in SEVIS and get an authorization letter from ISSS before beginning employment.\*

***Students should wait 7-10 business days after arriving in the United States and completing immigration document review/check-in with International Student & Scholar Services (ISSS) before applying for a Social Security Number. This allows time for arrival data from the port of entry and SEVIS to be entered in the primary system that the Social Security Administration uses to validate authorization..***

#### International students who wish to apply for a Social Security card must first do the following:

Obtain and submit to ISSS a job offer letter of employment. Letter must be on department letterhead and include:

- Student's name
- Position (job) title
- Employment start date
- Number of hours per week
- Supervisor's name and telephone number
- Employer's signature

Complete immigration document review/check-in procedures with ISSS. Bring in the following documents:

- I-20 or DS-2019, plus former copies if transferring from another U.S. institution
- ID page from passport showing name and current expiration date
- Port of entry stamp from passport
- F-1 or J-1 visa page from passport
- Current U.S. residential address

Register FULL TIME for the current term (12 credits undergraduate students/9 credits graduate students).

**Please allow 1-2 business days to process your request.  
We will contact you through your RAMweb email address when the letter is ready for pick up.**



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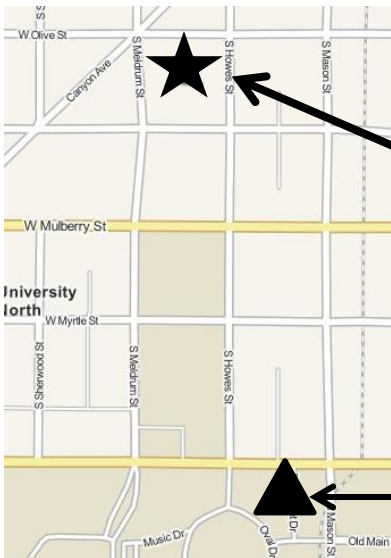
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### **SOCIAL SECURITY NUMBER APPLICATION INFORMATION: F-1/J-1 STUDENTS**

F-1 and J-1 visa students may work on-campus up to 20 hours total per week during the academic year and up to 40 hours total per week when classes are not in session.

#### Steps to apply for a Social Security Number:

1. Receive an on-campus job offer and obtain a job offer letter from your CSU employer.
2. Request a letter of authorization from the International Student & Scholar Services (ISSS) office at CSU. If you are a new student to CSU, you will need to complete the Immigration Document Review with CSU's ISSS office before the letter of authorization can be issued.
3. Complete the [application for a Social Security number \(Form SS-5\)](#). This form is available on the Social Security Administration website or at the Social Security Office.
4. Bring the following original documents to the Social Security office to apply for a Social Security card (photocopies will not be accepted):
  - Completed application for Social Security Number (Form SS-5)
  - Original I-20 or DS-2019
  - Valid passport
  - Current I-94 Arrival / Departure Form (either card or print out from [Customs and Border Protection website](#))
  - Letter from ISSS office
  - Job offer letter from the department
5. When you submit your application to the Social Security office, request a receipt or a letter of verification indicating that you have applied for the SSN. It can take 4-8 weeks to receive your Social Security card by mail, and the receipt will be helpful to your employer's payroll department.
6. Once you receive your Social Security card, please contact the Foreign National Tax Office at [BFS\\_ForeignTax@mail.colostate.edu](mailto:BFS_ForeignTax@mail.colostate.edu) and they will provide you with a link to an information form for you to fill out. Once the form has been completed, you will be contacted to set up an appointment with the office.



#### **SOCIAL SECURITY ADMINISTRATION OFFICE**

301 S. Howes Street, 4<sup>th</sup> Floor  
(In the same government building as U.S. Post Office)  
Corner of S. Howes Street and W. Olive Street  
Fort Collins, CO 80521  
Phone: (866) 336-7385  
Hours: Monday, Tuesday, Thursday, & Friday: 9:00 a.m.—4:00 p.m.  
Wednesday: 9:00 a.m.—12:00 p.m.

#### **LAUREL HALL - ISSS Office**



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### EXAMPLE LETTER FROM EMPLOYER

Note to Campus Employers:

A letter in this format must be printed on the Department's LETTERHEAD STATIONARY to comply with Social Security Administration Requirements.

Date:

To Whom It May Concern:

This is evidence of on-campus employment for \_\_\_\_\_ (name of F-1/J-1 student)

for the position of \_\_\_\_\_ (nature of student's job, e.g. wait staff, library aide, research assistant, etc)

Start date of employment \_\_\_\_\_ (should be a date in the future)

Number of hours per week \_\_\_\_\_

Employer Contact Information:

Colorado State University (ID 84-6000545)

Department /Employer \_\_\_\_\_

Telephone \_\_\_\_\_

Student's immediate supervisor \_\_\_\_\_

Employer's signature \_\_\_\_\_

Title \_\_\_\_\_